

## § 301-10.452

for travel within CONUS for the following reasons:

(1) The Government is a self-insurer.

(2) Rental vehicles available under agreement(s) with the Government includes full coverage insurance for damages resulting from an accident while performing official travel.

(3) Any deductible amount paid by you may be reimbursed directly to you or directly to the rental agency if the damage occurred while you were performing official business.

(b) *Exception.* You will be reimbursed for collision damage waiver or theft insurance when you travel outside CONUS and such insurance is necessary because the rental or leasing agency requirements, foreign statute, or legal procedures could cause extreme difficulty for an employee involved in an accident.

### § 301-10.452 May I be reimbursed for personal accident insurance?

No. That is a personal expense and is not reimbursable.

### § 301-10.453 What is my liability for unauthorized use of a rental automobile obtained with Government funds?

You are responsible for any additional cost resulting from the unauthorized use of a commercial rental automobile for other than official travel-related purposes.

## PART 301-11—PER DIEM EXPENSES

### Subpart A—General Rules

Sec.

301-11.1 When am I eligible for an allowance (per diem or actual expense)?

301-11.2 Will I be reimbursed for per diem expenses if my official travel is 12 hours or less?

301-11.3 Must my agency pay an allowance (either a per diem allowance or actual expense)?

301-11.4 May I be reimbursed actual expense and per diem on the same trip?

301-11.5 How will my per diem expenses be reimbursed?

301-11.6 Where do I find maximum per diem and actual expense rates?

301-11.7 What determines my maximum per diem reimbursement rate?

301-11.8 What is the maximum per diem rate I will receive if lodging is not available at my TDY location?

## 41 CFR Ch. 301 (7-1-12 Edition)

301-11.9 When does per diem or actual expense entitlement start/stop?

301-11.10 Am I required to record departure/arrival dates and times on my travel claim?

301-11.11 How do I select lodging and make lodging reservations?

301-11.12 How does the type of lodging I select affect my reimbursement?

301-11.13 How does sharing a room with another person affect my per diem reimbursement?

301-11.14 How is my daily lodging rate computed when I rent lodging on a long-term basis?

301-11.15 What expenses may be considered part of the daily lodging cost when I rent on a long-term basis?

301-11.16 What reimbursement will I receive if I prepay my lodging expenses and my TDY is curtailed, canceled, or interrupted for official purposes or for other reasons beyond my control that are acceptable to my agency?

301-11.17 If my agency authorizes per diem reimbursement, will it reduce my M&IE allowance for a meal(s) provided by a common carrier or for a complimentary meal(s) provided by a hotel/motel?

301-11.18 What M&IE rate will I receive if a meal(s) is furnished by the Government or is included in the registration fee?

301-11.19 How is my per diem calculated when I travel across the international dateline (IDL)?

301-11.20 May my agency authorize a rest period for me while I am traveling?

301-11.21 Will I be reimbursed for per diem or actual expenses on leave or non-workdays (weekend, legal Federal Government holiday, or other scheduled non-workdays) while I am on official travel?

301-11.22 Am I entitled to per diem or actual expense reimbursement if I am required to return to my official station on a non-workday?

301-11.23 Are there any other circumstances when my agency may reimburse me to return home or to my official station for non-workdays during a TDY assignment?

301-11.24 What reimbursement will I receive if I voluntarily return home or to my official station on non-workdays during my TDY assignment?

301-11.25 Must I provide receipts to substantiate my claimed travel expenses?

301-11.26 How do I request a review of the per diem in a location?

301-11.27 Are taxes included in the lodging portion of the Government per diem rate?

301-11.28 As a traveler on official business, am I required to pay applicable lodging taxes?

301-11.29 Are lodging facilities required to accept a generic federal, state or local tax exempt certificate?